

DD/I Notice
No. 70-2

DD/I N 70-2
13 March 1973

RECORDS ADMINISTRATION IN THE DDI

Rescission: DD/I N 70-1, dated 18 Nov 1968

STATINTL

1. Effective immediately the Records Administration function for the Directorate is assigned to the DDI Planning Officer. [REDACTED] is assigned as technical assistant to the Planning Officer for Records Administration matters vice [REDACTED]

2. The following should be forwarded to Chief, Planning Staff, Room 2F20 Hqs.

STATINTL

- a. Correspondence and documents concerning Records Control Schedules, Permanent Records Plans, records storage, and related matters;
- b. Requisitions for safes, file facilities, vaults, and related equipment;
- c. Requisitions for microfilm equipment related to storage systems;
- d. Requisitions for printing of forms.

STATINTL

[REDACTED]
EDWARD W. PROCTOR
Deputy Director for Intelligence

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DDI NOTICE
NO. 70-3

DDI N 70-3
9 September 1975

Freedom of Information Act and Privacy Act

Responsibilities

STATINTL

STATINTL

1. Directorate matters concerned with the Freedom of Information Act (FOIA) and the Privacy Act will be handled by a team composed of [REDACTED] officer-in-charge, and [REDACTED]. They will report to, and operate under, the general guidance of the Director, Central Reference Service.

STATINTL

2. In addition to his duties related to FOIA and the Privacy Act, [REDACTED] will be assigned other responsibilities concerned with the current Congressional investigations of the Agency.

STATINTL

[REDACTED]
EDWARD W. PROCTOR
Deputy Director for Intelligence

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